


Create a Recurring Item on the Calendar

Many meetings, appointments, and events occur on a regular basis over a period of time. Instead of creating new calendar items for each occurrence, you can set the item as recurring. Microsoft Office Outlook Web Access will automatically schedule the item each time it is to occur.

You can schedule recurring appointments and meetings. You can set an existing calendar item as recurring. However, you can only modify meeting requests to recur if you created them.

1. Compose a new appointment or meeting request, or open an item that currently appears on your schedule.
2. On the toolbar, click **Recurrence** .
3. In the **Recurrence pattern** dialog box, under **Appointment time**, use the **Start** and **End** lists to select the start and end times of the recurring item.
4. Under **Recurrence pattern**, choose how often the appointment or meeting will occur.
5. Under **Range of recurrence**, select when you want this recurrence pattern to begin and end.